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Arrangements for the high-level event on the Millennium Development Goals

United Nations Headquarters, 25 September 2008

Information note to delegations

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I. Introduction

1. Since 2000, the Millennium Development Goals have provided a global framework to tackle the world's most urgent development challenges by 2015. Over the years, the goals have become a catalyst for global action for international cooperation between developed and developing countries and contributed significantly to improving the lives of millions of people. Yet progress is uneven, and many countries remain off track. Recent developments, such as the effects of climate change and rising food prices, as well as the current international financial instability, are threatening the attainment of the Millennium Development Goals and could undo important gains made in fighting poverty, hunger and infectious diseases.

2. The Secretary-General and the President of the General Assembly at its sixty-second session decided to convene a high-level event on the Millennium Development Goals in New York on 25 September 2008, in the context of the general debate of the sixty-third session of the General Assembly. The main objectives of the event are to review progress and take stock of existing gaps at the midway point in the global effort to achieve the Millennium Development Goals by 2015, identify concrete actions needed to scale up efforts to that end and help ensure that the goals and international targets remain on track and that the momentum is maintained beyond 2008. The Secretary-General and the President of the General Assembly have encouraged the participation of all heads of State or Government in the high-level event and have issued invitations to that effect. The event will be open to the media.

3. The high-level event will open with a brief meeting in the General Assembly Hall. Immediately following the opening meeting there will be three parallel round tables on poverty and hunger; education and health; and environmental sustainability. Gender equality and global partnership for development will be addressed as cross-cutting themes in all three round tables. A background note by the Secretary-General with five sections addressing each of the round-table topics as well as the cross-cutting themes was issued on 25 July to facilitate discussions. Supporting background documentation, including the report of the Millennium Development Goal Africa Steering Group, the Report of The Millennium Development Goal Gap Task Force and *The Millennium Development Goals Report 2008*, will be available to facilitate discussion. Leaders are invited to speak for three minutes in one round table of their choice. All Member States are invited to attend all three round tables. The morning and afternoon meetings of the round tables will be held in large conference rooms to be announced closer to the day of the event.

4. The closing meeting of the high-level event will take place in the Trusteeship Council Chamber from 5.30 p.m. The Secretary-General will provide a summary of the main themes and issues arising at the opening segment and during discussions in the three round tables. The summary will also reflect the outcomes of key partnership events organized alongside the high-level event.

II. Arrivals and departures

5. Arrangements for the high-level event will be the same as those for the general debate of the sixty-third session of the General Assembly (see A/INF/63/3).

III. Schedule

6. The high-level event will be held according to the following schedule:

Time	*Programme*
8.45-10 a.m.	Opening plenary meeting (General Assembly Hall)
10 a.m.-1 p.m.	Thematic round tables (to be held in parallel; conference rooms to be announced at a later stage)
	Thematic round table I
	Poverty and hunger
	Thematic round table II
	Education and health
	Thematic round table III
	Environmental sustainability
3-5.30 p.m.	Thematic round tables (*continued*)
5.30-5.45 p.m.	Closing plenary meeting (Trusteeship Council Chamber)

7. At the opening of the high-level event, the Secretary-General will make an introductory statement. Thereafter, the President of the General Assembly will make a statement. A small number of additional statements will be made by guest speakers invited by the Secretary-General.

8. The high-level event will conclude with brief statements by the Secretary-General and the President of the General Assembly.

9. The meetings (morning and afternoon) of each thematic round table will be chaired by two co-chairs at the level of head of State/Government.

10. The opening and closing of the high-level event, as well as the three parallel thematic round tables, will be broadcast on United Nations Television and on the Internet through a webcast.

IV. Participation in the round tables

11. Member States are invited to inform the Secretariat of their choice of a round table, indicating a first and second choice, in case any particular round table is oversubscribed. Every effort will be made to accommodate such preferences. Delegations are requested to provide the name and title of the respective high-level

official who will speak at the round table as soon as possible to allow time for the appropriate arrangements to be made.

12. In order to ensure equitable geographical balance in the three round tables, the maximum number of participants from each regional group shall be distributed as follows:

African States	18 Member States
Asian States	18 Member States
Eastern European States	8 Member States
Latin American and Caribbean States	11 Member States
Western European and other States	9 Member States

13. A Member State which is not a member of any of the regional groups, the Holy See in its capacity as observer State and Palestine in its capacity as observer may participate in any one of the round tables.

14. Inscription on the round-table lists shall be on a first-come first-served basis, taking into account the maximum number for each regional group, on the understanding that the total number of Member States participating in each round table shall not exceed 64. Inscription can be arranged with the General Assembly Affairs Branch (room S-2994 B; tel.: 212 963 2333; fax: 212 963 3783).

15. Each head of delegation speaking at a thematic round table may be accompanied by one adviser. In the two thematic round tables at which the head of delegation will not be speaking, two seats will be reserved for each delegation.

16. In order to accommodate all speakers, **statements should not exceed three minutes**, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system may be installed on the lectern to signal the approach of the three-minute limit.

V. Outcome

17. The primary outcome of the high-level event will be the Secretary-General's summary of the way forward, based on the discussions in the three round tables, taking into account the opening segment and outcomes of key partnership events organized in the margins of the event. There will also be a compilation of the outcomes of the key partnership events, reflecting fresh and renewed commitments, and announcements of new initiatives and action by stakeholders. Those outcomes will be posted on the website for the high-level event at http://www.un.org/millenniumgoals/2008highlevel.

VI. Partnership events

18. Partnership events by a variety of constituencies are expected to take place in the margins of the high-level event. It is likely that there will be a range of events of various types, including special events with guest speakers, multi-stakeholder discussions and press launches of new initiatives. The aim will be to share success

stories and lessons learned, provide opportunities to forge new partnerships and achieve commitments to concrete next steps to fill in gaps or scale up efforts.

19. Owing to security and space constraints, most of those events will take place outside the main United Nations building before the day of the high-level event. Member States should note that there are serious space constraints, and they are encouraged to organize joint, rather than individual, partnership events.

20. Information on partnership events will be posted on the high-level event website.

VII. Statements, documentation and interpretation

21. A minimum of 30 copies of texts of statements to be delivered at the high-level meetings should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If a delegation wishes to have the text of a statement distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For information about the distribution of the texts of statements to the press, please see section X below.

22. Given the nature of the security arrangements that will be in place for the high-level event, the texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 7.30 a.m. and 8.45 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. The texts of speeches will be accepted on the day of the event only.

23. Statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, rule 53 of the rules of procedure of the General Assembly will apply, requiring the delegation in question to provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (tel.: 212 963 8114; fax: 212 963 7405; e-mail: emeetsm@un.org).

VIII. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and associate members of regional commissions

Accreditation

24. Accreditation of official delegations and members of the parties of heads of State/Government, Crown Princes/Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations, together with the SG.6 form, entitled "Registration of members of delegations to temporary meetings",[1] duly filled out, to the Chief of Protocol (room S-0201; fax: 212 963 1921).

25. Once the lists of delegates, together with the SG.6 forms, have been received at the Protocol and Liaison Service, they will be reviewed for authorization. To ensure the issuance of United Nations grounds passes in a timely manner, the following procedures will be followed:

(a) **Applications received in the office of the Protocol and Liaison Service before close of business on Friday, 12 September 2008** will be available for collection starting Monday, 15 September 2008;

(b) **Applications received in the office of the Protocol and Liaison Service after close of business on Friday, 12 September 2008** will be available for collection 48 hours (two working days) after submission.

Representatives of Permanent/Observer Missions, intergovernmental organizations, specialized agencies and associate members of regional commissions are requested to deliver the authorized applications to the delegates who will proceed to the pass and identification unit for processing. If the name and photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations grounds pass. Otherwise, delegates who are in need of a photo ID are required to take their SG.6 forms to the Pass and Identification Office at 45th Street and First Avenue to have a photograph taken and a pass processed.

26. Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and their spouses will be offered VIP passes without photographs. Cabinet ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

27. **Delegations wishing to send colour photographs for their VIP passes by e-mail must scan the official letter and photograph, and send them together in one complete package to chuaw@un.org. Colour photographs must be in jpeg format only.**

[1] SG.6 forms may be downloaded from http://www.un.int/protocol.

28. A separate list specifying the names as well as the occupations (aides de camp, interpreters, physicians, etc.) of the members of the party of the head of State or Government who require access to the United Nations must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel.: 212 963 7531). Passes for media personnel will be handled by the Media Accreditation Unit (tel.: 212 963 6934).

29. The working hours of the Accreditation Unit in the Protocol and Liaison Service (tel.: 212 963 7181) and the United Nations Pass and Identification Office (ground floor of the UNITAR Building, 45th Street and First Avenue (tel.: 212 963 7533)), in the days prior to and during the general debate, will be posted at the Protocol website (www.un.int/protocol) and at the entry to the respective offices.

Access to meeting rooms and restricted areas

30. During the high-level event on 25 September 2008, access to meeting rooms and restricted areas will be provided on the basis of regular delegates passes plus a secondary, colour-coded, access card. For that purpose, the Protocol and Liaison Service will issue colour-coded access cards as follows:

(a) Every Permanent Mission will be issued six cards of one colour for access to the General Assembly Hall for the opening and closing sessions;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall;

(c) Those cards will also be valid for access to the meeting rooms where the round tables will take place.

31. Seats will be reserved in a VIP area for spouses of the heads of State/Government, Crown Princes/Princesses, Vice-Presidents and Cabinet ministers participating in the event, provided that the Chief of Protocol is notified in advance of their attendance at the session.

32. Colour-coded access cards for the high-level event should be collected from the Protocol and Liaison Service, room S-0201 P (tel.: 212 963 7181) on or after 18 September 2008, between 10 a.m. and 2 p.m.

IX. Security arrangements

Access to the United Nations Headquarters complex

33. The Headquarters complex will be closed to the public from 6 p.m. on Saturday, 20 September 2008, through close of business on Friday, 3 October 2008. Access to the United Nations complex for the high-level meeting on the Millennium Development Goals will be restricted to delegates and their staff, members of staff of the United Nations Secretariat, funds and programmes and agencies, accredited media representatives and affiliates and interns working in the Secretariat who are in possession of a valid United Nations building pass. Special invited representatives and non-governmental organizations with a specific event/room pass will have access to the premises for the high-level meetings on 25 September. Retirees will

not be granted access to the premises between 22 September and close of business on 3 October.

34. Non-governmental organizations without a specific event/room pass will not be granted access to the premises between 22 September and close of business on 3 October.

35. Outside messengers will be redirected to the UNITAR building, where the information desk will be relocated. All commercial deliveries for the United Nations loading dock (48th Street) will be restricted to the hours of 4 a.m. to 6 a.m.

36. Special invited participants, affiliates and interns will use the 46th Street crossing point, enter through the 46th Street gate and proceed through the security screening tent. Accredited media representatives will be directed to the 47th Street gate to the North Lawn tent facility for screening and to the accreditation tent on the public plaza, which will be located near the large flagpole.

37. For grounds passes for national security officers accompanying heads of State or Government, please contact Captain William Ball, Security and Safety Service (tel.: 212 963 7531).

38. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all instructions should be adhered to.

39. Any questions should be directed to the Officer-in-Charge of Operations, Inspector Clarence Pugh (tel.: 212 963 9339), the Officer-in-Charge of the Security Events Planning Unit, Captain Mark Hoffman (tel.: 212 963 7028) or the Officer-in-Charge of Special Operations, Captain William Ball (tel.: 212 963 7531).

Access to restricted areas

40. Within the United Nations complex, there will be certain further restrictions on movement. Restricted areas have been designated, encompassing the entire second floor and Conference Rooms 5 to 8 of the Conference Building and the General Assembly Building, including the North Delegates' Lounge. Temporary bilateral booths will be provided on the third and second balconies of the General Assembly Hall, and portions of the General Assembly Public Lobby. Restrictions on access to such areas will be enforced by the Security and Safety Service. All delegates and their staff with a valid United Nations grounds pass will be given access to the temporary bilateral booths. United Nations staff members will need an all area pass to access the restricted areas.

41. The hours of operation of the Pass and Identification Office and the Pass and Identification Tent of the Security and Safety Service for the period of the high-level meetings and the general debate are as follows:

Saturday, 13 September	1000 to 1800 hours
Sunday, 14 September	1000 to 1800 hours
Monday, 15 September	0800 to 1800 hours
Tuesday, 16 September	0800 to 1800 hours

Wednesday, 17 September	0800 to 1900 hours
Thursday, 18 September	0800 to 1800 hours
Friday, 19 September	0800 to 1800 hours
Saturday, 20 September	1000 to 1800 hours
Sunday, 21 September	1000 to 1800 hours
Monday, 22 September	0700 to 2000 hours
Tuesday, 23 September	0700 to 1800 hours
Wednesday, 24 September	0800 to 1800 hours
Thursday, 25 September	0800 to 1800 hours
Friday, 26 September	0800 to 1800 hours
Monday, 29 September	0900 to 1700 hours
Tuesday, 30 September	0900 to 1700 hours
Wednesday, 1 October	0900 to 1700 hours
Thursday, 2 October	0900 to 1700 hours
Friday, 3 October	0900 to 1700 hours

X. Media arrangements and services

42. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the special meeting on Africa, the high-level event on the Millennium Development Goals and the general debate of the sixty-third session of the General Assembly without additional accreditation. All others will be asked to submit, in advance of the above meetings, an online media registration form, which is available at http://www.un.org/media/accreditation/form/myform.asp. Please note that all media representatives applying for accreditation online will receive an e-mail notification as to the status of their application. All media representatives submitting the registration form will also be required to submit a letter of assignment from their bureau chief or editor-in-chief addressed to the Media Accreditation and Liaison Unit, to be faxed to 212 963 4642. Two pieces of photo identification (such as a passport, national press credentials, a police press pass, a driver's licence or a state ID) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are set out at www.un.org/media/accreditation.

43. Please refer to www.un.org/media/accreditation for details regarding accreditation requirements, media access to the United Nations Secretariat, liaison services for coverage of open and bilateral meetings, press conferences and briefings.

44. All members of the media corps accompanying heads of State or Government or heads of delegation must submit a letter of assignment from their bureau chief or

editor-in-chief, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
United Nations, Room S-250
Fax: 212 963 4642

45. Members of the media accompanying heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of a national passport and valid photo identification.

Location and work hours of the Media Accreditation Office

46. The Media Accreditation Office is located in room 100, UNITAR Building, 801 First Avenue (north-west corner of 45th Street and First Avenue).

47. From Friday, 13 September to Friday, 3 October, the Media Accreditation Office will be located in a tent on the North Lawn, near the 48th Street entrance (south-east corner of First Avenue and 48th Street).

48. The hours of operation for the days immediately before and during the opening of the sixty-third session of the General Assembly and the general debate will be as follows:

Saturday, 13 September	1000 to 1800 hours
Sunday, 14 September	1000 to 1800 hours
Monday, 15 September	0800 to 1800 hours
Tuesday, 16 September	0800 to 1800 hours
Wednesday, 17 September	0800 to 1800 hours
Thursday, 18 September	0800 to 1800 hours
Friday, 19 September	0800 to 1800 hours
Saturday, 20 September	1000 to 1800 hours
Sunday, 21 September	1000 to 1800 hours
Monday, 22 September	0700 to 2000 hours
Tuesday, 23 September	0700 to 1800 hours
Wednesday, 24 September	0700 to 1800 hours
Thursday, 25 September	0700 to 1800 hours
Friday, 26 September	0800 to 1800 hours
Saturday, 27 September	Closed
Sunday, 28 September	Closed

Monday, 29 September	0900 to 1700 hours
Tuesday, 30 September	Closed
Wednesday, 1 October	0900 to 1700 hours
Thursday, 2 October	0900 to 1700 hours
Friday, 3 October	0900 to 1700 hours
Saturday, 4 October	Closed
Sunday, 5 October	Closed

As from Monday, 6 October, all pass and identification operations will resume at the main Pass Office on the corner of 45th Street and First Avenue between 9 a.m. and 4 p.m.

49. For security reasons, all media representatives will be required to wear both their United Nations grounds passes and national press identification at all times.

Entry and screening procedures

50. All media representatives will be required to present a valid United Nations grounds pass to the security officers at the gate. The designated press entrance is at 47th Street and First Avenue.

51. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

52. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephones, audio outlets and wireless Internet. The Ex-Press Bar, on the third floor of the General Assembly Building, will serve as an overflow area for the media, in particular for the official photographers and camera operators waiting to enter the booth, which will be assigned to them on a rotational basis. Those locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the Hall.

53. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

(a) Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room;

(b) Audio distribution of United Nations Television programmes over room sound system (eight channels) for listening;

(c) Video and audio distribution for external recording.

54. An information desk will be staffed in the media overflow/working area from 22 September 2008 to assist journalists. For queries, call the Media Centre at 212 963 9611/9612/9613.

United Nations audio-visual materials

55. United Nations photographs are available from photo.un.org. Digital photographs are available as soon as the images have been acquired and processed. Prints from the morning coverage will be available during the afternoon of the same day and prints from the afternoon coverage the following morning. Nominal fees for the issuance of prints may apply. Please direct all photo enquiries and requests to the United Nations Photo Library (e-mail: photolibr@un.org; room S-805 L; tel.: 212 963 6927/0034; fax: 212 963 1658/3430).

56. Live pool United Nations Television coverage is available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-56; tel.: 212 963 7650; fax: 212 963 3860). A detailed schedule of live and ENG coverage will be made available to broadcast clients in advance.

57. Videotapes of speeches will be available for a fee in NTSC VHS and NTSC Betacam SP. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. To request a videotape, contact the United Nations Video Library (room 2B-66 (second basement); tel.: 212 963 1561/0656; fax: 212 963 3860/4501; e-mail: gonzalezm@un.org, fong@un.org and teza@un.org (please direct requests to all three e-mail addresses to ensure prompt attention)).

58. Digital audio files of the coverage proceedings are available from radio.un.org/library as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27; tel.: 212 963 9272/9268/9269/7662; fax: 212 963 3860). Audio is normally available in the original language in which the statements was delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one cassette or CD of each statement free of charge. Additional copies, back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13 C; tel.: 212 963 7658).

59. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org, marchione-novoa@un.org and martinich@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

Internet

60. The United Nations website, through a dedicated web page (http://www.un.org/millenniumgoals/2008highlevel), will provide coverage of the high-level event, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements.

61. The United Nations News Centre portal (www.un.org/news) provides continuously updated coverage of a wide range of developments at Headquarters in New York and United Nations-related activities around the world. Visitors can subscribe to free e-mail news alerts or use a broad array of source materials,

including summaries of meetings of the General Assembly, the high-level event, the Security Council and other United Nations bodies, statements by the Secretary-General and his Spokesperson, press releases, transcripts of press briefings and news conferences, as well as a variety of multimedia products, from webcasts and photographs to audio and video programming by United Nations Television and Radio.

62. The United Nations Webcast service (www.un.org/webcast) will provide live and on-demand broadcasting over the Internet of the opening and closing of the high-level event, as well as the round tables and press conferences. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video will be made available on the United Nations Webcast website, along with the texts of statements. In order to facilitate the timely availability of statements on the website, delegations should send them via e-mail to webcast@un.org. Alternatively, clear copies of statements, printed on one side only, should be dropped off at room S-1037 A. Queries should be directed to the United Nations Webcast service (212 963 6733).

Pool coverage

63. Nearly all visual media coverage will be handled by selected media pools, owing to logistical and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

64. The official media accompanying a head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in the pools. Media accompanying heads of State or Government will be able to cover all activities of their delegation, if approved by the delegation.

65. Official photographers and television crews will have an opportunity to cover the speech of their head of State or Government or head of delegation on a rotating basis from the press booths surrounding the meeting halls. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the meeting halls during speeches. Those operations will be coordinated by the liaison officers accompanying the media.

Tickets for the press galleries in the meeting halls

66. A limited number of tickets are available for media representatives for the press galleries in the meeting halls. The Media Liaison Desk on the third floor will distribute tickets on a first-come first-served basis 30 minutes before the meeting.

Copies of speeches for the press

67. Delegations wishing to make available the text of the speech by their head of State or Government or head of delegation are asked to bring 50 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B)) and an additional 50 copies to the media documents counter, room S-394, in the

third floor press area (tel.: 212 963 2479/7166). No photocopying facilities will be available for that purpose.

United Nations press release coverage

68. The Department of Public Information will provide press release coverage in English and French of the high-level meetings and open meetings of the General Assembly at its sixty-third session, as well as summaries of press briefings and events. Press releases may be obtained from the media overflow/working area, the media documents counter in the third floor press area or the United Nations website (www.un.org/apps/pressreleases). Further queries should be directed to the Press Service (tel.: 212 963 7211/2360 (English); 212 963 7191 (French).

Background material and other queries

69. For media materials relating to the high-level event, see the United Nations website (www.un.org/millenniumgoals/2008highlevel). The site will also provide background materials, information about the overall programme and a list of partnership events.

70. For additional information, suggestions for possible interviews and other, related, assistance, contact the Strategic Communications Division, Department of Public Information (tel.: 212 963 6816/6870; e-mail: mediainfo@un.org).

71. The General Assembly website is http://www.un.org/ga.

Briefings and news conferences

72. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily Media Alert, which is updated regularly (http://www.un.org/media/accreditation/mediaalert.asp). An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General at 212 963 7707/7160/7161.

Coverage of bilateral meetings

73. Photo opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attachés of the respective Member States. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the Media Liaison Desk of such opportunities and the media representative will then be escorted by a liaison officer. The Media Liaison Desk is situated on the third floor, behind the General Assembly Hall.

XI. Arrangements for bilateral meetings

74. Arrangements for the high-level event will be the same as those for the general debate of the sixty-third session of the General Assembly (see A/INF/63/3).

Facilities

75. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the Public Lobby and on the second, third and fourth balconies of the General Assembly Building (for contact information, see section XV below)

Reservation system

76. A reservation system was established through eMeets (emeets.un.org) as of August 2008 in order to provide equitable and efficient use of the facilities and is accessible to all Permanent and Observer Missions for that purpose. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

77. Electronic acknowledgement of receipt of each request will be given shortly after submission. Confirmation of room assignments will be provided on the day prior to the meeting. Depending on the programme, every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

XII. Medical services

78. Arrangements for the high-level event will be the same as those for the general debate of the sixty-third session of the General Assembly (see A/INF/63/3).

XIII. Host country liaison

79. Arrangements for the high-level event will be the same as those for the general debate of the sixty-third session of the General Assembly (see A/INF/63/3).

XIV. Additional information and briefing sessions

80. If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings.

81. In the lead-up to the high-level event, a note verbale dated 17 July 2008 on the modalities of the high-level event was issued.

XV. Focal points for arrangements related to the high-level event

82. The high-level event is organized under the overall guidance of the Deputy Secretary-General and coordinated by the Under-Secretary-General for Economic and Social Affairs. For further information or clarification about arrangements related to the high-level event, please contact the relevant focal point listed below:

Organizational matters	Thomas Stelzer	212 963 5064
Analytical work	Jomo Kwame Sundaram	917 367 3504
Official Millennium Development Goals data	Francesca Perucci	212 963 0212
Thematic round tables		
Poverty and hunger	Jean-Pierre Gonnot	212 963 3256
Education and health	Hania Zlotnik	212 963 3179
Environmental sustainability	Kathleen Abdalla	212 963 0902
Cross-cutting issues		
Gender equality	Carolyn Hannan	212 963 3104
Global partnership for development	Rob Vos	212 963 4838
Civil society engagement	Elisa Peter	917 367 3474
Non-profit/philanthropic engagement	Amir Dossal	212 963 6121
Private sector engagement	Georg Kell	212 963 1490
Compilation of partnership events	Donald Lee	212 963 8762
Plenary meeting secretariat	Margaret Kelley	212 963 0725
Meetings Management Section	Jane Pittson-Chianese	212 963 6540
Protocol	Alice Hecht	212 963 7170
Security	Clarence Pugh	212 963 9339
Media accreditation and access	Gary Fowlie	212 963 6934
Media outreach	Pragati Pascale	212 963 6870